

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Tom Lund, Chair
Jack Krueger, Vice Chair
Patty Hoefft, Tony Theisen, Andy Williams

ADMINISTRATION COMMITTEE

Wednesday, November 18, 2009

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

- I. Call to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of October 15, 2009.

1. Review of Minutes
 - a. Housing Authority (10/19/09).

Communications

2. Communication from Supervisor Lund to refer to Administration that any employee who would voluntarily submit to a yearly health assessment and maintains a proper weight and level of fitness would be eligible for reimbursement regardless of affiliation with a health club. (Referred from October County Board.)
3. Communication from Supervisor Brunette re: for the County to include a small voluntary survey on its website to judge the websites effectiveness and use the feedback to improve service. (Referred from October County Board.)
4. Communication from Supervisor Andrews to request a monthly report (update) on the state of the budget for the entire County, with areas pointed out that are beginning to show difficulty. (Held for one month.)
5. Communication from Supervisor Andrews to develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls with a section to be filled out by our financial office indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets. (Held for one month.)

Human Resources

6. Budget Status Financial Report for September 30, 2009.
7. Human Resources Activity Report for October 2009.

Facility & Park Management

8. Budget Status Financial Report for September 30, 2009.
9. Director's Report

Dept. of Administration

10. 2009 Budget Adjustment Log.
11. Grant Application Approval Log for November 2009.
12. Administration - Budget Status Financial Report for September 30, 2009.
13. Information Services - Budget Status Financial Report for September 30, 2009.
14. Director's Report.
 - a. County Financial Report (handouts to be provided).
15. **Corporation Counsel** – Budget Status Financial Report for September 30, 2009.
16. **County Clerk** – Budget Status Financial Report for September 30, 2009.

Child Support Agency – No agenda items.

Treasurer – No agenda items.

Register of Deeds – No agenda items.

Other

17. Audit of bills.
18. Such other matters as authorized by law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda
Word97/agendas/admin/August27_2009.doc

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE
REGULAR & BUDGET MEETING

Pursuant to Section 18.94 Wis. Stats., a regular and budget meeting of the **Brown County Administration Committee** was held on Thursday, October 15, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Patty Hoeft, Jack Kruger, Tom Lund, Tony Theisen, Andy Williams
Also Present: John Luetscher, Bill Dowell, Darlene Marcelle, Sandy Juno, Debbie Klarkowski, Lynn VandenLangenberg, Jeff Oudeans, Jackie Scharping, Kerry Blaney, Don Hein, Doug Hartman, Sara Perrizo, Andrea Konrath, Heidi Hietpas, Jayme Sellen, Tom Hinz
Supervisors, Andrews, Kaster, Scray, Zima. Other Interested Parties

- I. **Call Meeting to Order:**
The meeting was called to order by Chairman Tom Lund at 5:30 p.m.
- II. **Approve/Modify Agenda:**
#4 – Corporation Counsel Record Retention, along with #'s 12, 13, & 14 were taken out of order, although shown in proper format here.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

- III. **Approve/Modify Minutes of September 24, 2009:**

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

1. **Review of Minutes:**
a. Facility Master Plan Sub-Committee (9/17/09)
b. Housing Authority (9/21/09)

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file 1a & 1b. MOTION APPROVED UNANIMOUSLY

Communication: #'s 2 & 3 taken together

2. **Communication from Supervisor Andrews to request a monthly report (update) on the state of the budget for the entire County, with areas pointed out that are beginning to show difficulty. (Held for one month):**
3. **Communication from Supervisor Andrews to develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls with a section to be filled out by our financial office indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets. (Held for one month):**

Supervisor Andrews asked that items 2 & 3 be held for another month as she is waiting for further information.

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to hold items 2 & 3 for one month. MOTION APPROVED UNANIMOUSLY

Corporation Counsel:

4. Record Retention. (Held for one month):

Corporation Counsel, John Luetscher, addressed concerns with the storage of electronic records, stating it is important that records are available for retrieval. There is a present policy and procedure dealing with e-mails, however, it does not deal with the content, rather deals with where they are located in the Outlook program. He questions whether the present system can maintain records for the required 7 years.

Supervisor Krueger pointed out that rules from the Public Records Board require that the County retain only those e-mails they send, that those received are the responsibility of the sender.

Mr. Luetscher was directed to discuss this issue further with Information Services.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to hold until January 2010. MOTION APPROVED UNANIMOUSLY

Dept. of Administration:

5. Budget Status Financial Report for Dept of Administration & Information Services for August 31, 2009:

Lynn VandenLangenberg reported that revenues and expenses are within budget.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

6. 2009 Budget Transfer Log:

Ms. VandenLangenberg highlighted the Transfer Log, stating that most entries are related to grants.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

7. Grant Application Approval Log for October:

The one item on the log relates to a \$450,000 grant from the JAG Recovery Act – Drug Task Force, which will fund 1 FTE Drug Task Force Officer, 1 FTE Clerk/Typist III, two computers and surveillance equipment.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

7a. Discussion with possible action re: Open System Administrator Position in the IS Department:

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

7b. Request for Budget Transfer (#09-83): Highway Department – Interdepartmental Transfer & Increase in Expenditures with Offsetting Increase in Revenues:

Ms. VandenLangenberg explained that savings in a project account will be used to pay interest in debt service and will be seen in the 2010 budget.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

Human Resources:

8. Budget Status Financial Report for August 31, 2009:

Debbie Klarkowski reported that all cost categories are within budget.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

9. Activity Report for September 2009:

Motion made by Supervisor Hoeft and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

10. Health Reimbursement Account (HRA) Recommendation:

Ms. Klarkowski explained that Brown County will be offering a voluntary High Deductible Health Plan to employees effective 1/1/2010. The plan will require an administrator for the individual account management. M3, Brown County's Consultant, bid the services for the administrator, and Benefit Advantage, who presently administers the County's flex benefit plan, presented the most cost effective option. It is her recommendation to amend the existing contract with Benefit Advantage to include these additional services at an approximate additional cost of \$9,684.

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

11. Ordinance re: To Amend "Schedule A – Records Retention Schedule – Personnel" appended to Section 3.15 of the Brown County Code:

Ms. Klarkowski explained there are two changes to Schedule A related to retention of Employee Personnel File records and Job History records. Original requirement was for 30 years retention with both changing to 7 years with this amendment.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

**12. Resolution re: Approving new or deleted positions during the 2010 Budget Process (Department of Administration):
Refer to #26 of the Budget Review.**

Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

**13. Resolution re: Approving new or deleted positions during the 2010 Budget Process (Human Resources Department):
Refer to #27 of the Budget Review.**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

**14. Resolution re: Approving new or deleted positions during the 2010 Budget Process (Facility & Park Management Department):
Refer to #25 of the Budget Review.**

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

15. Resolution re: Change in Table of Organization Sheriff's Department (Transfer Accountant position from the Sheriff's Department to the

**Department of Administration):
Refer to #27 of the Budget Review.**

Human Resources Director, Debbie Klarkowski, explained that as part of the 2009 organizational effectiveness initiative, Brown County continued to explore shared and centralized services. As part of this initiative, the Accountant position in the Sheriff's Department was evaluated. The result of this evaluation was to recommend that the Sheriff's Department Accountant position be relocated to the Department of Administration.

Sheriff Don Kocken expressed concern about continued service to the Sheriff's Department and Ms. Klarkowski assured him that his department would have priority over other departments. Although Kocken stated he preferred the position remain in his department, he is willing to work with Administration for the sake of efficiency in the County.

Don Hein who holds the Accounting position explained that several years ago it was felt that the Sheriff's Department was lacking in administrative and accounting skills, adding his present position. Although he has done jobs for other departments, his main focus has been for the Sheriff's Department.

Director of Administration, Lynn VandenLangenberg, pointed out that changing this position will allow for cross training in accounting skills and internal control. She reiterated that the Sheriff's Department would have priority.

When asked by Supervisor Theisen for an objective assessment, Executive Hinz replied that it is his opinion there is a lack of consistency throughout the County, stating that centralized accounting will offer better services overall.

The resolution was reviewed, with a suggestion made to eliminate the last paragraph of the resolution - *"BE IT FURTHER RESOLVED that the Accountant, pay grade 19, salary range \$51,222-\$61,280 of the Classification & Compensation Plan be eliminated from the Sheriff's Department Table of Organization"*, putting a period at the end of Paragraph #5, eliminating "and" (attached).

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve the Resolution as amended, eliminating the last "Be it Further Resolved, adding a period at the end of Paragraph 5 and eliminating "and".

MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Williams and seconded by Supervisor Krueger to change the Table of Organization relocating the Sheriff's Department Accountant position to the Department of Administration.

MOTION APPROVED UNANIMOUSLY

Facility Management:

16. Budget Status Financial Report for August 31, 2009:

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

17. Approval of contract to LaPlant Roofing and Construction for \$108,984 to replace roofs at Barkhausen and Shelter Care (Bid Tabulation and Bid Analysis attached):

Bids received from Port City Structure, Blindauer Sheet Metal & Roofing and LaPlant Roofing & Construction for new roofing at Barkhausen and at Shelter Care were

reviewed. Bill Dowel explained that more sustainable roofing material was chosen, that being a granular metal shingle. This shingle is estimated to last 50 years.

Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve a contract award to LaPlant Roofing & Construction in the amount of \$108,984 for roof replacement at Barkhausen and Shelter Care. MOTION APPROVED UNANIMOUSLY

17a. Request for Budget Transfer (#09-86): Increase in Expenditures with Offsetting Increase in Revenue:

This budget transfer request authorizes \$19,525 in additional funds from the Asset Maintenance Fund Balance to cover 2009 asset maintenance projects. Total expenditures for the 2009 projects are estimated to be \$44,525.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

Treasurer:

18. Treasurer's Financial Report for the months of July & August:

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

19. Budget Status Financial Report for August 31, 2009:

Kerry Blaney reported that interest income is under budget due to significant interest rate reductions by the Federal Reserve. In addition, earnings are considerably less on investments than forecasted.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

20. Bid Opening on Tax Deeds Sales:

Mr. Blaney presented two bids, opened by Chairman Lund, received on two of ten vacant lots. He stated that approval requires the minimum of the appraised value.

1. Tax Deed Land Parcel 21-1510 - Appraised value \$3,000
1329 Parrot Street, Green Bay, WI
Bid received for \$3,500
Check for \$350 (10%) received from Thomas Robinson,
St. George Enterprises, LLC - 200 Prospect Place, DePere, WI

Motion by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY

2. Tax Deed Land Parcel 2-562 (2,301 sq ft) – Appraised value \$250
960 Third Street
Bid received from Troy LaCount – 804 13th Avenue, Green Bay, WI
Check received for \$25 (10%)

Motion by Supervisor Theisen and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY

County Clerk – No agenda items
Child Support – No agenda items

Other:

21. Audit of Bills:

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to approve audit of bills. MOTION APPROVED UNANIMOUSLY

BUDGET REVIEW

REVIEW OF 2010 DEPARTMENT BUDGETS

22. County Clerk – Review of 2010 Department Budget:

Darlene Marcelle highlighted the department budget, explaining that it changes every two years due to the election schedule. This year there were 46 domestic partnerships issued, which is a new function of the office. Marcelle expressed concern with State and Federal unfunded mandates, urging that the Brown County Board support a lobbying initiative to prevent unfunded mandates in the future. (Summary attached)

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to approve the 2010 County Clerk Department Budget as presented and forward to the County Board. MOTION APPROVED UNANIMOUSLY

23. Corporation Counsel – Review of 2010 Department Budget:

Mr. Luetscher stated he had help from the Administration Department in preparing this budget, which is less than 2009.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve the 2010 Corporation Counsel Department Budget as presented and forward to the County Board. MOTION APPROVED UNANIMOUSLY

24. Child Support – Review of 2010 Department Budget:

Jackie Scharping explained that the Child Support Department operates on a fiscal year of October to September. She distributed information relative to Brown County costs to transfer cases to the Oneida Tribe. This results in an increase in expenditures of \$133,059.20, although there is also an increase in state grant revenue (see attached).

Ms. Scharping also expressed concern with the increase in state mandates, explaining that a recent mandate requires staff to research insurance for children receiving child support, which is very time consuming.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to increase the 2010 Child Support Department Budget expenditures by \$133,059 for transfer of cases to the Oneida Tribe, and increase the state grant revenue by \$136,555, for a net change of \$3,496, and approve the budget as amended. MOTION APPROVED UNANIMOUSLY

25. Facility Management – Review of 2010 Department Budget:

Bill Dowell gave an overview of the department budget, stating that changes relate to salary and staff adjustments between the newly constructed CTE and the Brown County Jail.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve the 2010 Facility Management Department Budget as presented and forward to the County Board. MOTION APPROVED UNANIMOUSLY

26. **Department of Administration – Review of 2010 Department Budget:**

Lynn VandenLangenberg highlighted the budget including policy initiatives, departmental organization, staff evaluation, and various changes in operation.

Supervisor Williams noted that at one time Information Services was not under the supervision of the Department of Administration. He stated he would like to see more accountability from IS, making the suggestion that IS be pulled from Administration and put on its own, reporting directly to County Executive Hinz.

Executive Hinz asked that the committee hold on Supervisor Williams' suggestion, stating that he would like Skyline Technologies to review and assess the IS Department and make a recommendation first.

Lynn VandenLangenberg noted that at this time the IS Department does not seem able to keep up with initiatives, planning, prioritizing, etc. The assessment would develop a strategic plan and be a guide that would determine the best value to taxpayers. IS would then be driven by management rather than by individual departments.

After a lengthy discussion of the pros and cons, the consensus of the committee was that the IS Department should be a separate entity on their own reporting directly to the County Executive, however, Supervisors Theisen and Hoeft disagreed, stating there was not enough information to make a decision at this time.

Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve the Department of Administration budget as amended, removing \$3,939,079 in Revenues and \$4,307,200 in Expenses; to craft a new department titled Information Services with Revenues of \$3,939,079 and Expenses of \$4,307,200.

Ayes: Krueger, Theisen, Lund

Nays: Hoeft, Theisen

MOTION APPROVED 3-2

27. **Human Resources – Review of 2010 Department Budget:**

Debbie Klarkowski highlighted the department budget, pointing out various position changes.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to approve the 2010 Human Resources Department Budget as presented and forward to the County Board. MOTION APPROVED UNANIMOUSLY

28. **Treasurer – Review of 2010 Department Budget:**

Kerry Blaney explained that the 2010 budget is based on the 2009 economy, highlighting revenues and expenditures. He asked that the pay rate of the temporary tax collector positions be raised to \$11.25, reducing the working hours to 2,515.

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to amend the Treasurer's 2010 Department Budget by increasing the hourly rate of the tax collector position to \$11.25, reducing the hours to 2,515 with no financial impact. MOTION APPROVED UNANIMOUSLY

Year 2010 Non-Divisional Budgets Review:

29. **Debt Service Fund:**

Ms. VandenLangenberg reported that the 2010 debt service fund is built on estimated capital projects, one being radio inoperability. At this time, Brown County has borrowed 15.5% of the total available.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY

30. **Capital Projects:**

Ms. VandenLangenberg referred the committee to the budget book to review capital project information.

Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

31. **Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds:**

Revenues not specific to a certain department are put in the general fund. Once the levy is known, the amount is reduced through special revenues.

Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

32. **Such Other Matters as Authorized by Law:**

Chairman Lund commended Ms. VandenLangenberg and the Administration Department, noting that Brown County has for six consecutive years received the Distinguished Budget Award.

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to adjourn at 9:02 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, October 19, 2009
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Darlene Hallet-Chair, Michael Welch-Vice Chair, Tom Diedrick, Paul Kendle, Rich Aicher.

MEMBERS EXCUSED: None.

MEMBERS ABSENT: None.

OTHERS PRESENT: Rob Strong, Robyn Hallet, DonElla Payne, Chip Law, Noel Halvorsen.

APPROVAL OF MINUTES:

1. Approval of the minutes from the September 21, 2009, meeting of the Brown County Housing Authority.

F. Aicher stated that on page 4 of the minutes, the name R. Aicher should be substituted with M. Welch for the paragraph that states: "R. Aicher stated that he doesn't see anything referencing fraud..."

A motion was made by R. Aicher and seconded by T. Diedrick to approve the minutes with the amendment. Motion carried.

COMMUNICATIONS:

None.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program.
 - A. Preliminary Applications
D. Payne stated that there were 180 preliminary applications received by ICS for the month of September.
 - B. Housing Assistance Payments
D. Payne stated that the HAP for September was \$1,016,081.00.
 - C. Housing Assistance Unit Count
D. Payne stated that the unit count for September was 2,665.
 - D. Housing Quality Standard Inspection Compliance

D. Payne stated that that initial pass inspection rate was up to 44.68%, The re-evaluation inspections rate dropped to 23.15%. The fail rate was at 32.18%, which is a correction from what is listed on the report.

- E. Housing Choice Voucher Administrative Costs and HUD 52681B
C. Law distributed 52681B reports to the members. With A. May Steffel having left for a new position, there are several components that are difficult to gather right now. He stated that ICS is \$36,228.81 under budget so far for the year. As he stated at the previous meeting, he does believe that number will not remain that high for the final quarter. The FSS Administrator dollars are also under budget by approximately \$5,000.00.

- F. SEMAP Monitoring Report
D. Payne stated that SEMAP is still at 100% and that they are still a high performer.

- G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
D. Payne stated that there were 100 clients in September, of which 38 have escrow accounts. There were no graduates for the month of September. There is one new contract for September.

- H. Report on the Housing Choice Voucher Home Ownership Option.
D. Payne stated that the client count is at 94.

3. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

D. Payne stated that there were 9 investigations opened in September, with 2 investigations closed as substantiated, 3 closed as unable to substantiate, and 4 remain open.

A motion was made by M. Welch and seconded by P. Kendle to take item 5 before item 4. Motion carried.

NEW BUSINESS:

5. Discussion and action on the Mutual Housing Association property consolidation with NeighborWorks® Green Bay on a request that the units covered by the Community Development Corporation's Project-Based Housing Choice Voucher Contract with the BCHA be added to the NeighborWorks® Green Bay/BCHA contract upon consolidation.

N. Halvorsen stated that the Mutual Housing Association (MHA) has asked NeighborWorks® Green Bay to assume ownership of their portfolio of rental housing. He distributed a list of the rental properties that they would be taking over from the Mutual Housing Association. There are five properties that currently have loans from the BCHA. Some of the debt is hard debt, where the MHA is making monthly payments to retire the debt, while in other cases there are soft loans. NeighborWorks® Green Bay is asking the BCHA to allow NeighborWorks® Green

May to assume these loans and that the BCHA would subordinate their position to new conventional debt in the cases of the deferred loans, or where the BCHA is already in a subordinate position. Once the consolidation is complete, NeighborWorks® Green Bay would like the BCHA to allow them to assume the project based voucher contracts. All of the properties with the exception of the group homes have project based vouchers and NeighborWorks® Green Bay would like to continue to provide that service.

F. Strong stated that what he is hearing being requested is, would the BCHA be willing to allow the assumption of these debts and the BCHA would stay in basically the same security position they are in already, and to also allow NeighborWorks® Green Bay to assume the voucher contracts.

M. Halvorsen stated that is correct.

A motion was made by P. Kendle and seconded by R. Aicher to provide the necessary subordination as NeighborWorks® Green Bay goes through the process of taking over ownership of the MHA properties that the BCHA has a position on with the understanding that the BCHA's security position would not weaken, and also to allow NeighborWorks® Green Bay to assume the project based voucher contracts. Motion carried.

A motion was made by P. Kendle and seconded by M. Welch to return to the regular order of the agenda. Motion carried.

OLD BUSINESS:

4. Finalization of the presentation of the Housing Choice Voucher Program for County Board of Supervisors at their October 21, 2009, meeting.

F. Hallet stated that the Board has a hard copy of the power point presentation that will be presented to the Board of Supervisors, which does include the changes that were discussed at the last meeting of the BCHA. R. Hallet briefly went over the changes and stated that representatives from the Department of Housing and Urban Development would be attending this presentation.

NEW BUSINESS:

6. Discussion and action on 2010 payment standards.

D. Payne stated that it was discussed several months ago to go with the dual payment standard. The table shows that the payment standards in the City would stay the same in 2010 as they were in 2008 and 2009. For example, the rent would be at \$573 for a 1 bedroom, which would bring it to 105.52%. Outside of the City the rent would be \$597 for a 1 bedroom, which would bring it to 109.94%. There are higher standards outside of the City and that will help with deconcentration. (Note: The examples of rent are for 1 bedroom, not 0, as stated at the meeting.)

F. Strong stated that the reason behind bringing the payment standards down was to be able to serve more clients.

A motion was made by R. Aicher and seconded by M. Welch to approve the 2010 payments standards as proposed. Motion carried.

7. Discussion and action on proposed Administrative Plan change for Chapter 12, page 23.

E. Payne stated that ICS wants to tighten up the language and make it even tighter than what HUD says are the bare minimum requirements. Chapter 12, page 23 would now state, "Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety, or right to peaceful enjoyment of others."

A motion was made by P. Kendle and seconded by T. Diedrick to approve the proposed Administrative Plan change for Chapter 12, page 23, as presented. Motion carried.

8. Discussion and action on proposed Administrative Plan change for Chapter 16, page 23.

E. Payne stated that the changes proposed are for two different types of overpayments. The first is for overpayments that are not the result of unreported income and would allow the overpayment to be calculated back to the first of the month after the date of the violation of program rules. The second is for overpayments that are the result of unreported income and allows date to when the overpayment is charged to be 50 days after the date when the client should have reported the income change. The 50 days is to allow for verification and other processing time. The change will also include an example for overpayments that result from unreported income so that it is easier to understand.

R. Hallet explained that this change would clarify how far back we could charge the overpayment if a client fails to report income within the required 10 day period.

T. Diedrick questioned if someone who has a cognitive disability would understand this.

C. Law stated that this simplifies this for the client because they simply have to notify ICS within 10 days of any changes in their income and then they won't have to worry about anything to do with overpayment.

E. Payne stated that the client receives this information verbally several times and also in writing.

R. Hallet stated that bullet point three needs to have the word "have" after the word "then."

A motion was made by P. Kendle and seconded by M. Welch to approve the proposed Administrative Plan change to Chapter 16, page 23, with the grammatical correction noted. Motion carried.

9. Discussion on HUD's changes to FSS Program Coordinator funding and approval to submit to HUD a renewal application for 3 FSS Coordinator positions for 2010.

D. Payne stated that the form is complete even though it may look like it is not complete because of all of the changes HUD has done. This has to be returned to HUD next week.

A motion was made R. Aicher and seconded by T. Diedrick to approve the submission to HUD of a renewal application for 3 FSS Coordinator positions for 2010. Motion carried.

F. Hallet asked D. Payne to talk about the HUD changes to the FSS Program Coordinator funding.

D. Payne explained that HUD is funding according to how many cumulative clients were in FSS from July 1, 2008 through June 30, 2009. Twenty-five clients is one position, seventy-five clients is two positions, one hundred twenty-five clients is three positions, and then it continues to go up.

10. Discussion of ICS's intentions to release a Request for Proposal for HCV applicant screenings. ICS's current contract with Langan Investigations ends November 30, 2009.

D. Payne stated that the contract with Langan Investigations expires on November 30, 2009. She would like to put out a bid request for proposals because she needs to be able to compare agencies for what they offer and for the prices. The Requests for Proposals will be going out next week and need to be returned by November 13, 2009. A decision on which agency would be used will be reached by November 20, 2009.

F. Aicher noted that Langan & Associates have provided very comprehensive services and the Authority would expect the same quality in the future.

BILLS:

F. Hallet distributed an addendum to the bills.

A motion was made by T. Diedrick and seconded by P. Kendle to approve the payment of the bills. Motion carried.

FINANCIAL REPORT:

The financial report was received and placed on file.

STAFF REPORT:

F. Strong stated that approximately 40 applications have been received for the Senior Accountant position.

A motion was made by R. Aicher seconded by M. Welch to adjourn the meeting at 4:22 p.m. Motion carried.

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

10/21/09

Agenda No.:

Motion from the Floor

I make the following motion:

*I would like to refer to administration that
any employee who would voluntarily submit
to a yearly health assessment and maintain
a proper weight and level of fitness
would be eligible for reimbursement
regardless of affiliation with a health
club*

Signed:

[Signature]

District No.

25

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County



5d

BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

10-21-2009

Agenda No.:

To: Administration committee

Motion from the Floor

I make the following motion:

For the county to include a small, voluntary
survey on its website so we can judge the
website's effectiveness and use the feedback to improve
service

Signed:

Joan Bann

District No.

8

(Please deliver to County Clerk after motion is made for recording into minutes.)

Board more accountable to the budget process. Hoeft responded that looking at the budget to watch the bottom line is fine and is an easy way to measure if they are successful, as long as they don't go over the bottom line, but it doesn't have anything to do with if they are being efficient or effective in doing what they say they are doing.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO HOLD FOR ONE MONTH. Vote taken. MOTION CARRIED UNANIMOUSLY.

Supervisor Hoeft arrived at 5:49 p.m.

3. Communication from Supervisor Andrews to develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls with a section to be filled out by our financial office indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets.

Supervisor Andrews sensed that too much discretion is being allowed and the department heads are guessing what the Supervisors want to hear. She would like to see that when there is a problem, such as budget shortfall, that departments are asking themselves, what do the supervisors need to know in order to see that this is corrected in the future. Andrews felt that department heads could pull up their budget and note what areas they are over in. This would give the committee members more detail and a list of expectations. More info would also allow staff to have what they need in order to answer questions from the committee. She suggested forwarding this to the finance department first to have Director of Administration, Lynn Vanden Langenberg, make reference of where money can be taken from. This will give the committees the information they need before them to make decisions and handle things expeditiously. She felt this would also allow everyone to figure out a process figuring out what it is that everyone needs to know. Andrews would like for supervisors to give their input, whether it be through a questionnaire as to what information they would like to know.

Supervisor Williams questioned what would happen if the department head is not in attendance. Andrews responded that if they set expectations that in order for the committee to make a decision, they need the information requested and if staff is not available, then the item should be held. Unless it was an emergency, to move forward, the committee needs to be provided with good information where the committee was able to make a good decision. Good information leads to good decisions.

Supervisor Theisen agreed with the statement, more info the better it is to make a decision.

Chair Lund stated that this was the intent when they requested each department to provide a monthly budget status financial report. He felt that these reports have become a set of numbers and people have not owned up the fact that they are going to be over budget. He felt that if anyone is over budget in any area that it needs to be red flagged. The departments need to state why they are over and explain what they are going to do to try to get back into budget, possibly working with another department that is under budget to balance the books ahead of time. This will decrease the need to take money out of the general fund.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO REFER THIS COMMUNICATION TO EACH STANDING COMMITTEE. Vote taken. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY

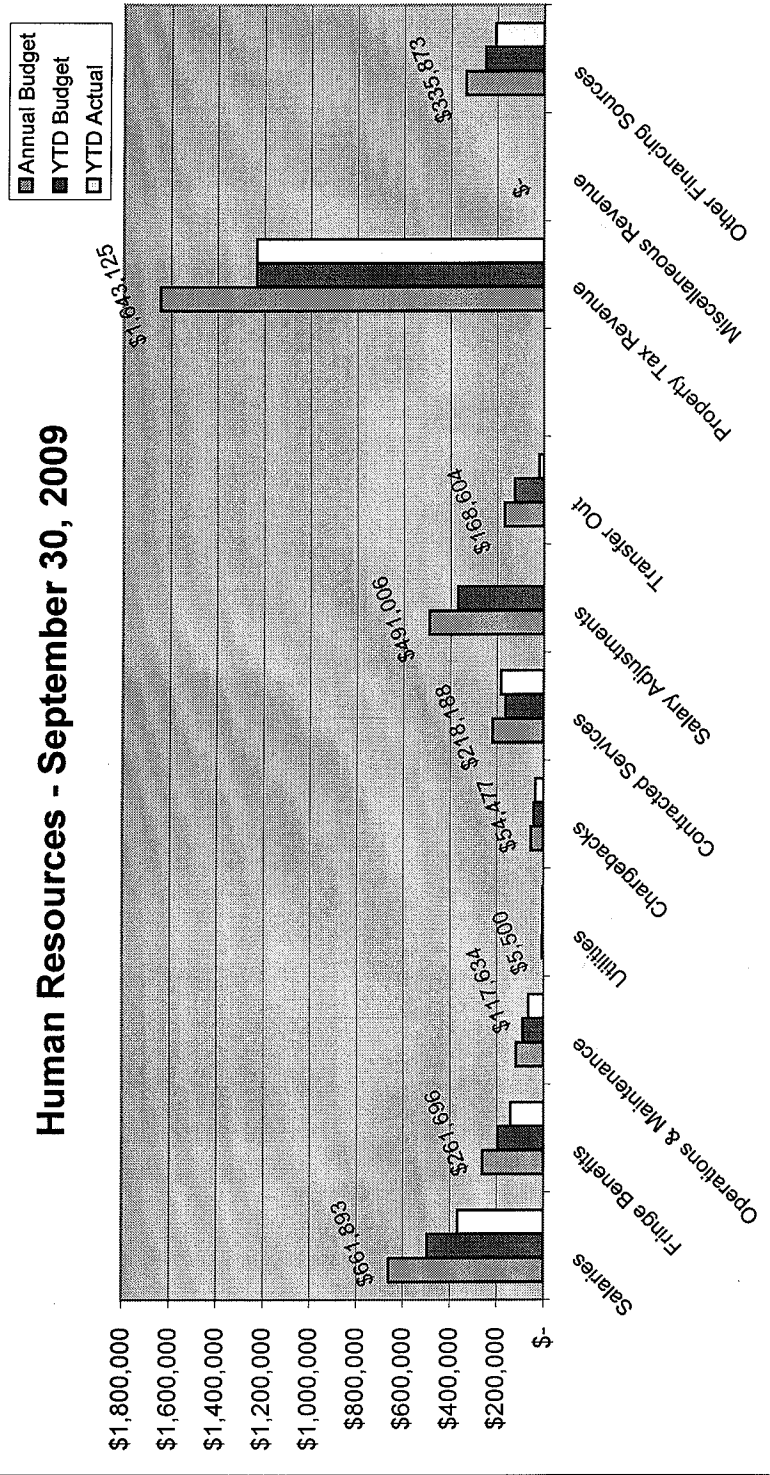
Brown County
Human Resources
Budget Status Report
9/30/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 661,893	\$ 496,420	\$ 366,459
Fringe Benefits	\$ 261,696	\$ 196,272	\$ 140,955
Operations & Maintenance	\$ 117,634	\$ 88,226	\$ 64,713
Utilities	\$ 5,500	\$ 4,125	\$ 3,167
Chargebacks	\$ 54,477	\$ 40,858	\$ 35,081
Contracted Services	\$ 218,188	\$ 163,641	\$ 182,819
Salary Adjustments	\$ 491,006	\$ 368,255	\$ -
Transfer Out	\$ 168,604	\$ 126,453	\$ 20,156
Property Tax Revenue	\$ 1,643,125	\$ 1,232,344	\$ 1,232,343
Miscellaneous Revenue	\$ -	\$ -	\$ 327
Other Financing Sources	\$ 335,873	\$ 251,905	\$ 208,678

HIGHLIGHTS:

All cost categories are within budget. The Salary Adjustment line item is used for Retirement Payout, Retroactive Pay (if the department budget cannot absorb) and Casual Leave Payout.

Human Resources - September 30, 2009



HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: November 11, 2009
To: Administration Committee Members
From: Debbie Klarkowski, Human Resources Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR OCTOBER 2009

Hires:

Full-Time:

Education & Volunteer Program Coord.	1
First Mechanic	1
HS Executive Director	1

Part-Time:

Clerk	4
Shelter Care Worker	1

Limited Term/Seasonal/On-Call:

Concessionaire Supervisor	1
Co-op Intern / Facilities	1
Extra Help – Zoo	1

TOTAL HIRES: 11

Separations:

Full-Time:

Facilities Manager – Library	1
Nursing Assistant	1
Risk Benefits Administrator	1
Social Worker/Case Manager	1

Part-Time:

Shelter Care Worker	1
---------------------	---

Limited Term/Seasonal/On-Call:

Concessionaire Supervisor	1
Extra Help – Zoo	1
Seasonal Worker – Golf Course	1
Seasonal Worker – Parks	1
Seasonal Park Ranger	2
Seasonal Trail Ranger	1

TOTAL SEPARATIONS: 12

Current Employees:

Regular Employees: 1464 (1376.58 FTE's)

Extra Help: 203 (Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)

Total Employees: 1667

**Brown County
Facilities Management
Budget Status Report
9/30/2009**

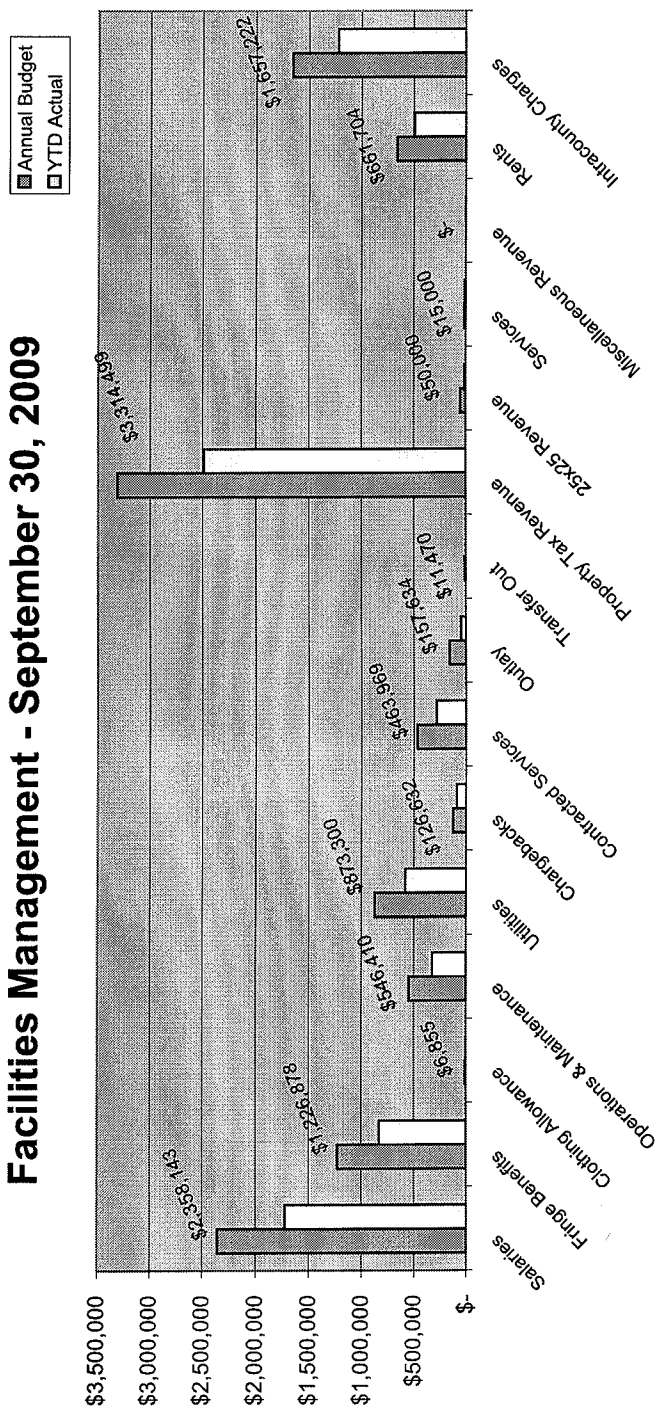
	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 2,358,143	\$ 1,724,679	73.14%
Fringe Benefits	\$ 1,226,878	\$ 831,638	67.78%
Clothing Allowance	\$ 6,855	\$ 2,719	39.66%
Operations & Maintenance	\$ 546,410	\$ 322,137	58.96%
Utilities	\$ 873,300	\$ 582,778	66.73%
Chargebacks	\$ 126,632	\$ 87,387	69.01%
Contracted Services	\$ 463,969	\$ 281,580	60.69%
Outlay	\$ 157,634	\$ 45,292	28.73%
Transfer Out	\$ 11,470	\$ -	0.00%
Property Tax Revenue	\$ 3,314,499	\$ 2,485,872	75.00%
25x25 Revenue	\$ 50,000	\$ 10,355	20.71%
Services	\$ 15,000	\$ 11,250	75.00%
Miscellaneous Revenue	\$ -	\$ 2,648	
Rents	\$ 661,704	\$ 495,722	74.92%
Intracounty Charges	\$ 1,657,222	\$ 1,221,093	73.68%
Transfer In	\$ 72,866	\$ 64,234	88.15%

HIGHLIGHTS: Unaudited results

Expenses: We are on track to meet our annual budget. Expenses are at 67% of annual budget

Revenues: We are on track to meet budget with revenues at 74% of annual budget and sufficient to cover expenses.

Facilities Management - September 30, 2009



2009 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
09-82	10/6/09	Health	Allocation of two Public Health Emergency Response grants totaling \$446,691 to assist local health departments with planning and implementation of H1N1 influenza response through vaccinations, antiviral distribution and public education efforts.	5	Approved 10/13/09	Y		
09-83	10/2/09	Highway	Request to transfer several Highway capital projects fund balances to either more accurately reflect project costs or to transfer remaining funds from projects completed under budget to other highway projects within the scope of the bond project resolution.	4 & 5	Approved 10/13/09	Y		
09-84	10/2/09	NEW Zoo	Allocation of a \$1,000 donation from Ashwaubenon Lions Club to be used toward Educational Discovery Carts.	5	Approved 10/13/09	Y		
09-85	10/6/09	Facility and Park Mgmt	Request to transfer \$1,200 in Rails-to-Trails funds to cover costs of portable toilet services for the next two months.	3a	Approved 10/13/09	N	---	
09-86	10/6/09	Facility and Park Mgmt	Request to transfer \$19,525 from Asset Maintenance fund balance to cover 2009 projects.	5	Approved 10/13/09	Y		
09-87	10/9/09	Administration	Transfer of funds to cover 3 rd quarter 2009 sick leave payouts for retirees.	3a	Approved 10/13/09	N	---	
09-88	10/15/09	Sheriff	Transfer of \$1,000 from supplies to printing in order to cover additional printing costs.	1	N/A	N	---	
09-89	10/15/09	Human Services	Adjustment to Medical Assistance transportation (\$27,000) and SSI/MA burials (\$33,000) as these are sum sufficient and the department will be fully reimbursed for all expenditures.	5	Approved 10/15/09	Y		
09-90	10/15/09	Human Services	Adjustment to increase energy assistance (LIHEAP) grant expenditures and revenue per a prorated amount (\$104,000) for the new 2009-2010 contract.	5	Approved 10/15/09	Y		
09-91	10/15/09	Public Safety - E. Mgmt	Transfer of \$1,500 from supplies to professional services for grant expenditures. Instead of paying for supplies directly, the contracted party paid for them and needed to be reimbursed.	3a	Approved 10/15/09	N	---	
09-92	10/15/09	Public Safety - E. Mgmt	Adjustment to budget for 2006 Homeland Security Grant awarded in 2008, but \$52,817 in expenditures and revenue posted in 2009.	5	Approved 10/15/09	Y		
09-93	10/15/09	Public Safety - E. Mgmt	Adjustment to budget for Homeland Security Grant to purchase supplies for a Mass Casualty Trailer in 2008. Some of the supplies were invoiced in 2009, and this transfer will balance expenditures and revenues for '09.	5	Approved 10/15/09	Y		
09-94	10/15/09	Public Safety - E. Mgmt	Adjustment to transfer \$3,502 in HazMat Team grant expenses charged to the wrong cost center (should have been posted to the Grants cost center).	5	Approved 10/15/09	Y		
09-95	10/15/09	Public Safety - E. Mgmt	Adjustment to budget for 2006 Homeland Security Grant for a CERT Train-the-Trainer class awarded in 2008, but \$2,659 of expenditures and revenue posted in 2009.	5	Approved 10/15/09	Y		
09-96	10/15/09	Library	Request to utilize \$15,000 from the Library's coin-op account to pay for print supplies for the coin-op copiers and printers.	4	Approved 10/20/09	Y		

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
09-97	10/16/09	U.W. Extension	Allocation of \$1,725 in revenue from the Midwest Manure Summit to pay the professional speaker fees for the event.	5	Approved 10/20/09	Y		
09-98	10/20/09	Human Services	Allocation of a \$2,500 Crime Prevention Foundation Grant for the Drug Court to purchase milestone incentives for Drug Court participants that may not be appropriately funded with taxpayer dollars.	5	Approved 10/20/09	Y		
09-99	10/20/09	Facility and Park Mgmt	Request to use \$15,635 in outlay funds from various project under-runs to cover the additional outlay cost of installing a metal roof on the Shelter Care building.	2a	Approved 10/22/09	N	---	
09-100	10/20/09	Facility and Park Mgmt	Request to use \$29,000 in outlay funds from a budgeted tractor under-run and dog park improvements that were not approved by the Board to cover the additional outlay cost to complete the Barkhausen roofing project with better shingles and more insulation.	2a	Approved 10/22/09	N	---	
09-101	10/26/09	Port and Solid Waste	Request to a) allocate savings from contracted services and recycling rebate to expenses that are over-budget in Solid Waste; and b) allocate the budget for Gas-to-Energy to a separate division within Solid Waste.	3a	Approved 11/6/09	N	---	
09-102	10/28/09	Public Safety - E. Mgmt	Request to transfer \$700 from printing to telephone expense to cover the overage due to cutting phone lines to the old EOC later than expected.	1	N/A	N	---	
09-103	11/2/09	NEW Zoo	Allocation of a \$1,500 donation from Lizerscapes, Inc. to be used for ground maintenance expenses.	5	Approved 11/6/09	Y		
09-104	11/3/09	District Attorney	Transfer of funds from under-budget line items to cover various deficits mainly in the area of professional services because of increased trials and jury hearings in 2009.	3a	Approved 11/6/09	N	---	
09-105	11/3/09	District Attorney	Increase in copy machine revenue to offset deficits in supplies and books/periodicals as well as a transfer of funds from printing to various professional services to cover minor deficits.	5	Approved 11/6/09	Y		

GRANT APPLICATION APPROVAL LOG
November Administration Committee

#	DATE	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	AMOUNT	MATCH REQ'D	PERIOD	SUMMARY DESCRIPTION
09-39	10/19/09	Public Safety - E. Mgmt	HHS Mutual Aid Radio - Round 5	WI Office of Justice Assistance	\$69,946	\$0	12/09-2/10	Funds will be used to replace portable and mobile radios for the Villages of Howard, Hobart and Wrightstown.
09-40	10/21/09	Public Safety - E. Mgmt	Long-Term Power Outage 2009	WI Office of Justice Assistance	\$19,500	\$0	12/09-12/10	Funds will be used to coordinate a Regional Planning Workshop to develop standard operating guidelines for long-term power outages. A hired contractor will be responsible for all deliverables.
09-41	10/26/09	Museum	Cataloging GBPG Negative Collection	Institute of Museum and Library Services	\$130,946	\$130,946	9/10-8/13	Funds will be used to hire two part-time LITE positions to catalog the 1 million negatives in the Museum's Green Bay Press Gazette collection.

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,038,157	\$ 699,040	67.33%
Fringe Benefits	\$ 380,311	\$ 240,963	63.36%
Operations & Maintenance	\$ 58,016	\$ 25,018	43.12%
Utilities	\$ 4,400	\$ 3,331	75.70%
Chargebacks	\$ 59,267	\$ 38,404	64.80%
Contracted Services	\$ 154,942	\$ 72,112	46.54%
Property Tax Revenue	\$ 1,406,312	\$ 1,054,737	75.00%
Miscellaneous Revenue	\$ 1,900	\$ 3,350	176.32%
Transfer In	\$ 286,881	\$ 177,614	61.91%

HIGHLIGHTS:

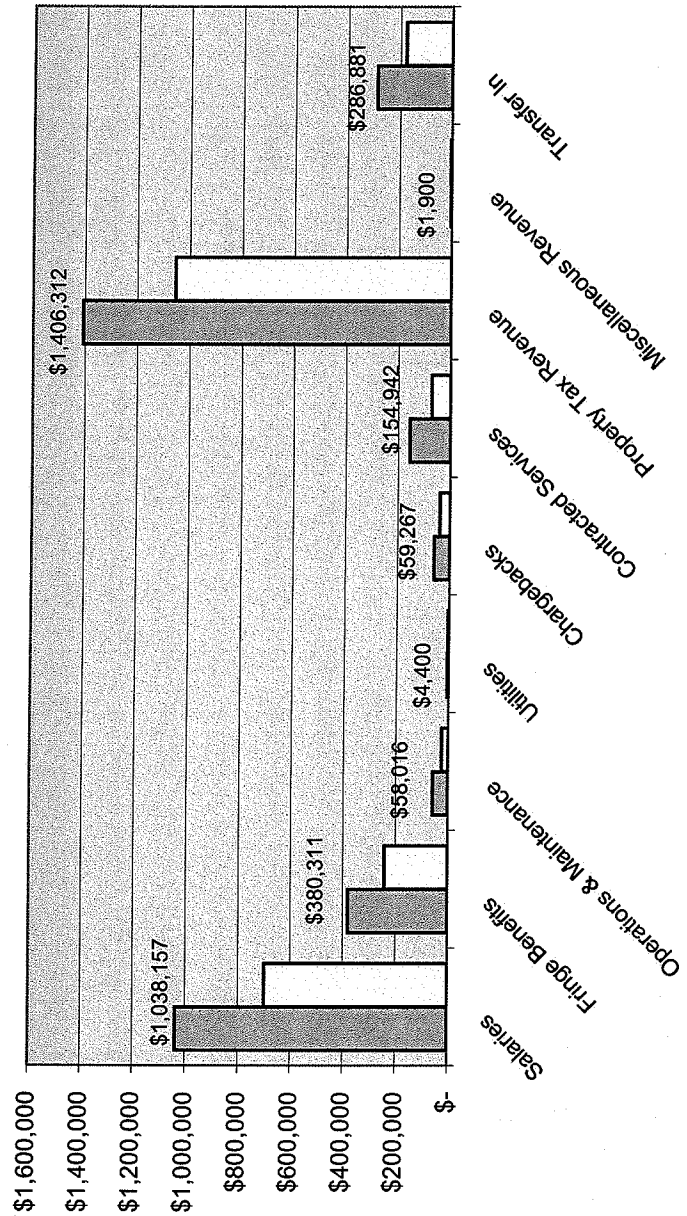
Expenses: Savings is occurring in contracted services due to temporary help expenses for implementation of the new ERP being less than anticipated. Additional contracted services expenditures will be incurred for accounting services expected to be complete by the end of the year.

Revenues: Transfer in covers the actual salaries and fringe of 3 LTE staff hired to help with the implementation of the new ERP.

Administration September 30, 2009

■ Annual Budget

□ YTD Actual



	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,211,325	\$ 831,621	68.65%
Fringe Benefits	\$ 536,597	\$ 320,011	59.64%
Operations & Maintenance	\$ 1,668,189	\$ 1,035,401	62.07%
Utilities	\$ 252,616	\$ 118,319	46.84%
Chargebacks	\$ 5,849	\$ 4,852	82.95%
Contracted Services	\$ 272,915	\$ 81,513	29.87%
Depreciation	\$ 389,903	\$ 305,524	78.36%
Outlay	\$ -	\$ 8,892	-
Charges for Sales and Service	\$ -	\$ 324	-
Miscellaneous Revenue	\$ -	\$ 20,300	-
Charges to County Departments	\$ 4,337,394	\$ 2,632,434	60.69%
Transfer In	\$ -	\$ 26,182	-

HIGHLIGHTS:

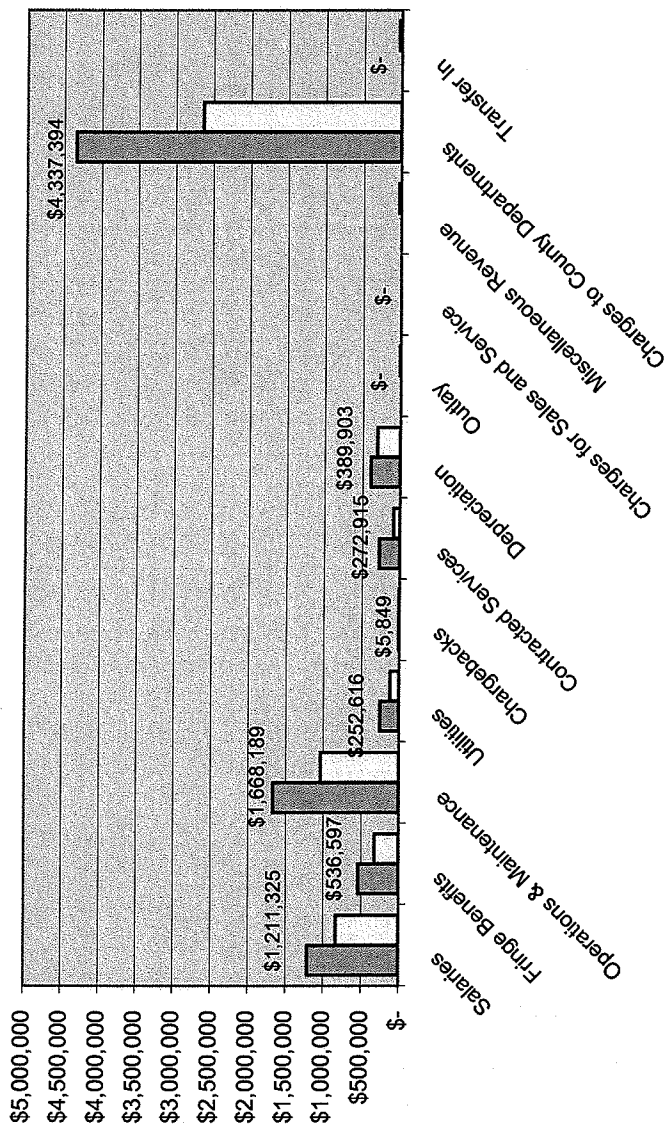
Expenses: Utilities costs are below budget due to the VOIP project phone services being delayed until June, but the costs were expected to start in March. Early implementation of new fiber lines created lower costs in the AT&T line charges. Charges for the new data center have been less than budgeted which has recognized additional savings in Utilities. Contracted Services is less than budget due to the Fiber Optic maintenance costs being overprojected.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Miscellaneous Revenue is for printer rebates. Transfer In is the 2009 costs incurred for Fiber Optics, which was bond funded, and then transferred as an asset to IS.

Information Services September 30, 2009

■ Annual Budget

□ YTD Actual



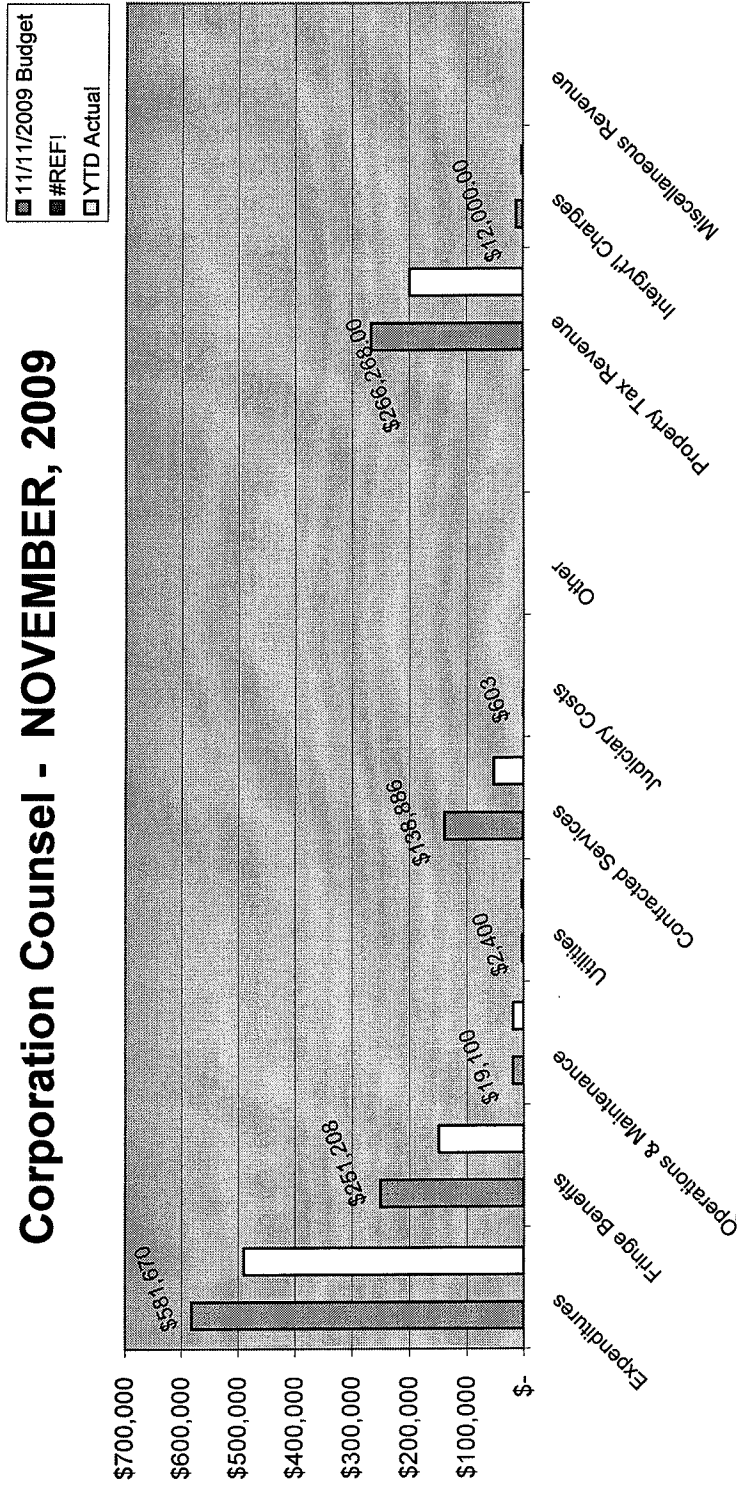
Brown County
Corporation Counsel
 Budget Status Report

11/11/2009

HIGHLIGHTS:

	Budget	YTD Actual
Expenditures	\$ 581,670	\$ 489,319.93
Fringe Benefits	\$ 251,208	\$ 149,287.02
Operations & Maintenance	\$ 19,100	\$ 18,211.71
Utilities	\$ 2,400	\$ 2,374.62
Contracted Services	\$ 138,886	\$ 52,621.42
Judiciary Costs	\$ 603	\$ 186.00
Other		
Property Tax Revenue	\$ 266,268.00	\$ 199,701.00
Intergvt'l Charges	\$ 12,000.00	\$ 2,190.00
Miscellaneous Revenue	\$	\$ 16.00

Corporation Counsel - NOVEMBER, 2009



Budget by Account Classification Report

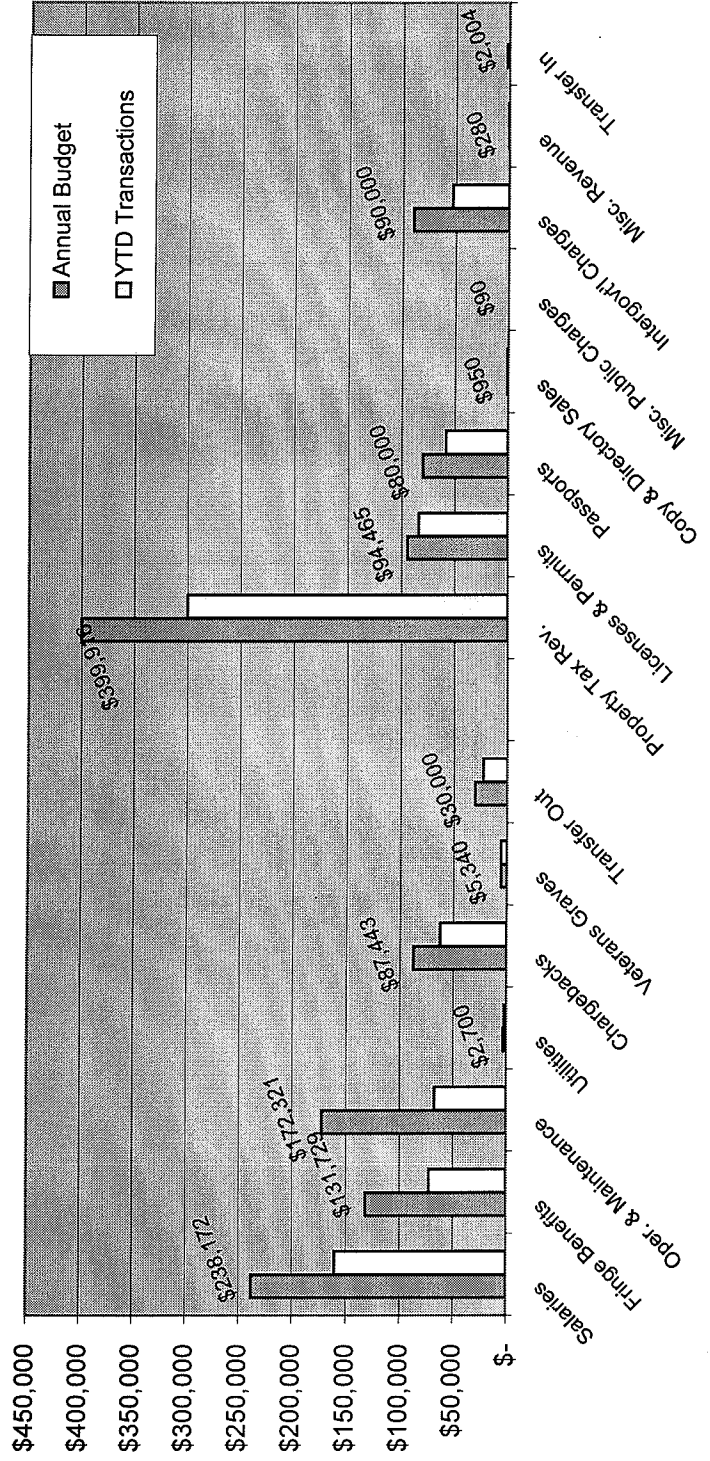
Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget Less Transactions	% Used / Rec'd	Prior YTD Total
Fund: 100 - GF									
Revenues									
PTX - Property taxes	266,268.00	0.00	266,268.00	0.00	0.00	199,701.00	66,567.00	75%	292,670.00
CSS - Charges for sales and services	325,450.00	0.00	325,450.00	0.00	0.00	161,911.80	163,538.20	50%	227,355.81
ICS - Intergovernmental charges for services	12,000.00	0.00	12,000.00	0.00	0.00	2,190.00	9,810.00	18%	5,940.00
MRV - Miscellaneous revenue	0.00	0.00	0.00	0.00	0.00	16.00	(16.00)	+++	0.50
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	15,669.36
Revenue Totals:	\$603,718.00	\$0.00	\$603,718.00	\$0.00	\$0.00	\$363,818.80	\$239,899.20	60%	\$541,635.67
Expenditures									
PER - Personnel services	581,670.00	0.00	581,670.00	0.00	0.00	489,319.93	92,350.07	84%	431,868.69
FBT - Fringe benefits and taxes	251,208.00	0.00	251,208.00	0.00	0.00	149,287.02	101,920.98	59%	144,123.26
SRE - Salaries reimbursement	420,693.00	(841,386.00)	(420,693.00)	0.00	0.00	(283,855.31)	(136,837.69)	67%	(196,949.45)
OPM - Operations and maintenance	19,100.00	0.00	19,100.00	0.00	420.00	18,211.71	468.29	98%	11,953.20
UTL - Utilities	2,400.00	0.00	2,400.00	0.00	0.00	2,374.62	25.38	99%	1,996.69
CHG - Chargebacks	30,544.00	0.00	30,544.00	0.00	0.00	19,649.98	10,894.02	64%	11,663.62
CON - Contracted services	138,886.00	0.00	138,886.00	0.00	0.00	52,621.42	86,264.58	38%	165,821.23
JUD - Judiciary Costs	603.00	0.00	603.00	0.00	0.00	186.00	417.00	31%	0.00
OTH - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Expenditure Totals:	\$1,445,104.00	(\$841,386.00)	\$603,718.00	\$0.00	\$420.00	\$447,795.37	\$155,502.63	74%	\$570,477.24
Revenue Total:	\$603,718.00	\$0.00	\$603,718.00	\$0.00	\$0.00	\$363,818.80	\$239,899.20	60%	\$541,635.67
Expenditure Total:	\$1,445,104.00	(\$841,386.00)	\$603,718.00	\$0.00	\$420.00	\$447,795.37	\$155,502.63	74%	\$570,477.24
Fund: 100 Net Total	(\$841,386.00)	\$841,386.00	\$0.00	\$0.00	(\$420.00)	(\$83,976.57)	\$84,396.57		(\$28,841.57)
Revenue Grand Total:	\$603,718.00	\$0.00	\$603,718.00	\$0.00	\$0.00	\$363,818.80	\$239,899.20	60%	\$541,635.67
Expenditure Grand Total:	\$1,445,104.00	(\$841,386.00)	\$603,718.00	\$0.00	\$420.00	\$447,795.37	\$155,502.63	74%	\$570,477.24
Grand Total:	(\$841,386.00)	\$841,386.00	\$0.00	\$0.00	(\$420.00)	(\$83,976.57)	\$84,396.57		(\$28,841.57)

Brown County Clerk Budget Status Report

September 2009	Annual Budget	YTD Budget	YTD %
Salaries	\$ 238,172	\$ 160,399	67%
Fringe Benefits	\$ 131,729	\$ 72,309	55%
Oper. & Maintenance	\$ 172,321	\$ 67,015	39%
Utilities	\$ 2,700	\$ 1,799	67%
Chargebacks	\$ 87,443	\$ 62,312	71%
Veterans Graves	\$ 5,340	\$ 5,355	100%
Transfer Out	\$ 30,000	\$ 22,500	75%
Property Tax Rev.	\$ 399,916	\$ 299,943	75%
Licenses & Permits	\$ 94,465	\$ 83,923	89%
Passports	\$ 80,000	\$ 58,354	73%
Copy & Directory Sales	\$ 950	\$ 888	93%
Misc. Public Charges	\$ 90	\$ 64	71%
Intergov't'l Charges	\$ 90,000	\$ 53,216	59%
Misc. Revenue	\$ 280	\$ 498	178%
Transfer In	\$ 2,004	\$ -	0%

County Clerk - September 30, 2009



HIGHLIGHTS - Jan.-Sep. 75% of Fiscal Year

Expenditures: Veterans' Graves are paid at 100%. Through the end of September all other expenditure category percentages are at or under the fiscal year to date percentage (75%) of our budget. We expect to meet our annual budget commitment.

Revenues: Through the end of September most revenue category percentages are at or over the fiscal year to date percentage (75%) of our budget. We probably will not meet anticipated revenue for Intergovernmental Charges; however we are hoping to make up the difference in Passport and Licenses & Permits revenues. We expect to meet our annual budget commitment.

PRODUCTION *Brown Co* PRODUCTION
County Clerk Budget through September 2009
 From Date: 1/1/2009 To Date: 9/30/2009

Account Number Fund: 100 GF	Adopted Budget	Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Revenue									
Department: 019-County Clerk									
4100 General property taxes	\$399,916.00	\$0.00	\$399,916.00	\$33,327.00	\$0.00	\$33,327.00	\$99,973.00	75%	\$0.00
4400-194 Permits - Work permit	\$2,500.00	\$0.00	\$2,500.00	\$115.00	\$0.00	\$115.00	\$962.50	62%	\$0.00
4400-195 Permits - Alarm permits	\$14,600.00	\$0.00	\$14,600.00	\$180.00	\$0.00	\$180.00	\$860.00	106%	\$0.00
Rollup Account: 4400 Permits - Work permit totals	\$17,100.00	\$0.00	\$17,100.00	\$295.00	\$0.00	\$295.00	\$1,025.50	69%	\$0.00
4401-191 Licenses - Conservative license fees	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$60.00	0%	\$0.00
4401-192 Licenses - Marriage License	\$7,305.00	\$0.00	\$7,305.00	\$10,185.00	\$0.00	\$10,185.00	\$12,830.00	80%	\$0.00
4401-193 Licenses - Domestic partnership	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$2,450.00	+++	\$0.00
Rollup Account: 4401 Licenses - Conservative license fees totals	\$7,355.00	\$0.00	\$7,355.00	\$10,385.00	\$0.00	\$10,385.00	\$13,345.00	67%	\$0.00
4600-190 Charges and fees - Passport	\$80,000.00	\$0.00	\$80,000.00	\$5,428.87	\$0.00	\$5,428.87	\$21,646.20	73%	\$0.00
4601-012 Sales - Copy machine use	\$250.00	\$0.00	\$250.00	\$53.50	\$0.00	\$53.50	\$37.00	35%	\$0.00
4601-196 Sales - Directory	\$700.00	\$0.00	\$700.00	\$33.17	\$0.00	\$33.17	\$25.15	96%	\$0.00
4601-197 Sales - Map	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Rollup Account: 4601 Sales - Copy machine use totals	\$950.00	\$0.00	\$950.00	\$86.67	\$0.00	\$86.67	\$62.15	93%	\$0.00
4609 Miscellaneous public charges	\$50.00	\$0.00	\$50.00	\$2.00	\$0.00	\$2.00	\$26.00	71%	\$0.00
4700 Intergovt charges	\$90,000.00	\$0.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$36,783.77	59%	\$0.00
4900 Miscellaneous	\$280.00	\$0.00	\$280.00	\$20.00	\$0.00	\$20.00	\$217.89	178%	\$0.00
9002 Transfer in	\$2,004.00	\$0.00	\$2,004.00	\$0.00	\$0.00	\$0.00	\$2,004.00	0%	\$0.00
Department: 019-County Clerk totals	\$667,705.00	\$0.00	\$667,705.00	\$49,754.54	\$0.00	\$49,754.54	\$170,819.93	74%	\$0.00
Revenue Totals	\$667,705.00	\$0.00	\$667,705.00	\$49,754.54	\$0.00	\$49,754.54	\$170,819.93	74%	\$0.00
Expense									
Department: 019-County Clerk									
5100 Regular earnings	\$237,164.00	\$0.00	\$237,164.00	\$17,135.96	\$0.00	\$17,135.96	\$90,097.92	62%	\$0.00
5102-100 Paid leave earnings - Paid Leave	\$0.00	\$0.00	\$0.00	\$1,193.68	\$0.00	\$1,193.68	\$12,180.80	+++	\$0.00
5103-000 Premium - Overtime	\$1,008.00	\$0.00	\$1,008.00	\$0.00	\$0.00	\$0.00	\$144.32	114%	\$0.00
5109-100 Salaries reimbursement - Short term disability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5110-100 Fringe benefits - FICA	\$131,729.00	\$0.00	\$131,729.00	\$1,344.63	\$0.00	\$1,344.63	\$119,936.57	9%	\$0.00

PRODUCTION *Brown Co* PRODUCTION
County Clerk Budget through September 2009
 From Date: 1/1/2009 To Date:9/30/2009

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
5110-110 Fringe benefits - Unemployment compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5110-200 Fringe benefits - Health Insurance	\$0.00	\$0.00	\$0.00	\$5,274.82	\$0.00	\$0.00	(\$39,257.88)	+++	\$0.00
5110-210 Fringe benefits - Dental Insurance	\$0.00	\$0.00	\$0.00	\$362.70	\$0.00	\$0.00	(\$2,961.33)	+++	\$0.00
5110-220 Fringe benefits - Life Insurance	\$0.00	\$0.00	\$0.00	\$59.37	\$0.00	\$0.00	(\$469.28)	+++	\$0.00
5110-235 Fringe benefits - Disability Insurance	\$0.00	\$0.00	\$0.00	\$156.20	\$0.00	\$0.00	(\$1,403.17)	+++	\$0.00
5110-240 Fringe benefits - Workers compensation Insurance	\$0.00	\$0.00	\$0.00	\$11.34	\$0.00	\$0.00	(\$102.06)	+++	\$0.00
5110-300 Fringe benefits - Retirement	\$0.00	\$0.00	\$0.00	\$1,022.08	\$0.00	\$0.00	(\$8,873.32)	+++	\$0.00
5110-310 Fringe benefits - Retirement credit	\$0.00	\$0.00	\$0.00	\$799.44	\$0.00	\$0.00	(\$7,447.21)	+++	\$0.00
Rollup Account 5110 Fringe benefits - FICA totals	\$131,729.00	\$0.00	\$131,729.00	\$9,032.58	\$0.00	\$0.00	\$59,420.32	55%	\$0.00
5300 Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$557.00)	+++	\$0.00
5300-001 Supplies - Office	\$9,000.00	\$0.00	\$9,000.00	\$448.00	\$0.00	\$0.00	\$5,358.96	40%	\$0.00
5300-003 Supplies - Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5300-004 Supplies - Postage	\$15,800.00	\$0.00	\$15,800.00	\$0.00	\$0.00	\$0.00	\$3,993.79	25%	\$0.00
Rollup Account 5300 Supplies totals	\$24,800.00	\$0.00	\$24,800.00	\$448.00	\$0.00	\$0.00	\$16,666.17	33%	\$0.00
5303 Copy expense	\$2,900.00	\$0.00	\$2,900.00	\$79.12	\$0.00	\$0.00	\$760.57	74%	\$0.00
5304 Printing	\$3,100.00	\$0.00	\$3,100.00	\$7.00	\$0.00	\$0.00	\$1,660.66	46%	\$0.00
5304-100 Printing - Forms	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$47,742.45	5%	\$0.00
Rollup Account 5304 Printing totals	\$56,000.00	\$0.00	\$56,000.00	\$7.00	\$0.00	\$0.00	\$49,403.11	7%	\$0.00
5305 Dues and memberships	\$196.00	\$0.00	\$196.00	\$45.00	\$0.00	\$0.00	(\$36.00)	11.8%	\$0.00
5306-100 Maintenance agreement - Software	\$12,386.00	\$0.00	\$12,386.00	\$0.00	\$0.00	\$0.00	(\$403.18)	103%	\$0.00
5307-100 Repairs and maintenance - Equipment	\$7,747.00	\$0.00	\$7,747.00	\$0.00	\$0.00	\$0.00	\$6,947.00	10%	\$0.00
5310 Advertising and public notice	\$66,800.00	\$0.00	\$66,800.00	\$736.26	\$0.00	\$0.00	\$30,951.54	54%	\$0.00
5330 Books, periodicals, subscription	\$793.00	\$0.00	\$793.00	\$0.00	\$0.00	\$0.00	(\$45.51)	105%	\$0.00
5340 Travel	\$1,400.00	\$0.00	\$1,400.00	\$28.50	\$0.00	\$0.00	\$353.93	75%	\$0.00
5370 Support Services	\$5,340.00	\$0.00	\$5,340.00	\$3,915.00	\$0.00	\$0.00	(\$15.00)	100%	\$0.00
5395 Equipment - nonoutlay	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$0.00	\$0.00	\$705.00	89%	\$0.00
5505 Telephone	\$2,700.00	\$0.00	\$2,700.00	\$397.22	\$0.00	\$0.00	\$300.68	67%	\$0.00
5600 Indirect cost	\$55,073.00	\$0.00	\$55,073.00	\$4,624.42	\$0.00	\$0.00	\$13,453.22	76%	\$0.00

PRODUCTION *Brown Co* PRODUCTION

County Clerk Budget through September 2009

From Date: 1/1/2009 To Date: 9/30/2009

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
5601-100 Intra-county expense - Information services	\$31,318.00	\$0.00	\$31,318.00	\$2,209.61		\$0.00	\$19,903.15	64%	\$0.00
5601-200 Intra-county expense - Insurance	\$1,052.00	\$0.00	\$1,052.00	\$87.67		\$0.00	\$789.03	75%	\$0.00
Rollup Account 5601 Intra-county expense - Information services totals	\$32,370.00	\$0.00	\$32,370.00	\$2,297.28		\$0.00	\$20,692.18	64%	\$0.00
9003 Transfer-out	\$30,000.00	\$0.00	\$30,000.00	\$2,500.00		\$0.00	\$22,500.00	75%	\$0.00
Department 019 County Clerk Totals	\$667,705.00	\$0.00	\$667,705.00	\$42,438.02		\$0.00	\$391,689.53	59%	\$0.00
Revenue Totals:	\$667,705.00	\$0.00	\$667,705.00	\$49,754.54		\$0.00	\$496,885.07	74%	\$0.00
Expenditure Totals:	\$667,705.00	\$0.00	\$667,705.00	\$42,438.02		\$0.00	\$391,689.53	59%	\$0.00
Fund Totals: GF	\$0.00	\$0.00	\$0.00	\$7,316.52		\$0.00	\$105,195.54		\$0.00
Fund: 802 Dog License									
Revenue									
4401 Licenses	\$33,504.00	\$0.00	\$33,504.00	\$0.00		\$0.00	\$6,780.05	20%	\$0.00
Revenue Totals	\$33,504.00	\$0.00	\$33,504.00	\$0.00		\$0.00	\$6,780.05	20%	\$0.00
Expense									
5300-004 Supplies - Postage	\$21.00	\$0.00	\$21.00	\$0.00		\$0.00	\$0.00	0%	\$0.00
5310 Advertising and public notice	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5390 Miscellaneous	\$2,479.00	\$0.00	\$2,479.00	\$0.00		\$0.00	\$2,756.52	111%	\$0.00
5885 Payments to districts	\$29,000.00	\$0.00	\$29,000.00	\$0.00		\$0.00	\$29,000.00	0%	\$0.00
9003 Transfer-out	\$2,004.00	\$0.00	\$2,004.00	\$0.00		\$0.00	\$2,004.00	0%	\$0.00
Revenue Totals:	\$33,504.00	\$0.00	\$33,504.00	\$0.00		\$0.00	\$6,780.05	20%	\$0.00
Expenditure Totals:	\$33,504.00	\$0.00	\$33,504.00	\$0.00		\$0.00	\$2,756.52	8%	\$0.00
Fund Totals: Dog License	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$4,023.53		\$0.00
Revenue Grand Totals:	\$701,209.00	\$0.00	\$701,209.00	\$49,754.54		\$0.00	\$503,665.12	72%	\$0.00
Expenditure Grand Totals:	\$701,209.00	\$0.00	\$701,209.00	\$42,438.02		\$0.00	\$394,446.05	56%	\$0.00
Grand Totals:	\$0.00	\$0.00	\$0.00	\$7,316.52		\$0.00	\$109,219.07		\$0.00